

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

54-02

12/2/2002

Requesting Sample Collection Supplies

Effective February 1, 2003, the toll-free lab supply hotline (1-877-709-1982) will be replaced by the following Outlook email addresses:

Sampling Supplies – Eastern Laboratory
Sampling Supplies – Midwestern Laboratory
Sampling Supplies – Western Laboratory
Sampling Forms - Headquarters

If you need sample collection supplies, email the laboratory designated on your sample request form, or the lab to which you will be sending the sample (see FSIS Notice 18-02 and/or LEARN). In order for the lab to promptly respond, the message must contain:

- establishment number
- daytime phone number
- project identification (if applicable)
- supplies needed

If a daytime phone number is not available, the laboratory may need to reply by email. Supplies will be sent via FedEx to the Overnight Mail address in the PBIS database for this establishment.

If you need additional copies of FSIS Form 10,210-7 to complete a *Salmonella* sampling set, send an Outlook message to Sampling Forms - Headquarters. Directed sample requests on FSIS Form 10,210-3 cannot be regenerated if lost. All other FSIS sample forms (i.e., 10,600-1) should be ordered through the regular FSIS Field Supply system at Beltsville (1-800-714-8335).

The above Outlook addresses may be used immediately upon receipt of this notice. After February 1, 2003, the toll free phone line will no longer be an active working number, so the Outlook addresses must be used.

DISTRIBUTION: Inspection Offices;
T/A Inspectors; Plant Mgt; T/A Plant
Mgt; TRA; TSC; Compliance Officers; FSIS
Laboratories; Import Offices

NOTICE EXPIRES: 12/1/2003

OPI: OPPD

What if I cannot access Outlook?

State inspectors without FAIM computers, should contact their state coordinators, who will email the following addresses from outside the FSIS Exchange server:

SamplingSupplies-EasternLab@fsis.usda.gov

SamplingSupplies-MidwesternLab@fsis.usda.gov

SamplingSupplies-WesternLab@fsis.usda.gov

The District Inspection Coordinator may also be contacted to assist inspection program personnel without FAIM computers to send emails to the appropriate Outlook mailbox.

Direct questions regarding these procedures to the Technical Service Center.

Philip S. Derfler /s/

Deputy Administrator
Office of Policy and Program Development